

REPORT OF INVENTORY ADJUSTMENTS		STATION 903		DATE PREPARED 3 June 1958		PAGE 1 OF 1 PAGES					
M/R ACCOUNT NO.		REPORT NO. 403		VOUCHER NO. 79863-58							
ITEM NO.	STOCK NO.	DESCRIPTION	CODE		UNIT	BALANCE		ADJUSTMENTS			
			S T E R	A L L O C		OF MEAS- URE	PRICE	RECORDED	INVENTORY	QUANTITY	
								OVER	SHORT	OVER	SHORT
1.	7/7110-483-4443	FILING CABINET, card size 3 1/4 X 7 3/8 inches, steel, insulated, 8 drawers high X 1 drawer wide, 16 compartments with combination lock.	1 00	1	ea.	458.509	128	50	0	78	35,763.70
			1 03	3	ea.	458.509	1	0	0	1	458.51
			1 08	1	ea.	458.509	0	78	78	0	35,763.70
			1 08	3	ea.	458.509	0	1	1	0	458.51
<p>This RIA prepared by SMERS</p> <p>BASIS: Based on issue experience for the past 16 months, these filing cabinets are in excess of Agency requirements. There are on hand 128 each in condition 1, and during the period covered 23 were issued while 59 each were turned in. In coordination with [REDACTED] Records Management Staff, circulation of an excess list is not considered necessary, due to the small demand factor. Fifty each, representing a three year's supply, are being held in stock.</p> <p>It is recommended that No. 1 in allocation 03 be disposed of through an appropriate established outlet consistent with security requirements.</p>											
LOCATION OF COUNT SLIPS			CERTIFICATION			APPROVAL					
			I CERTIFY THAT THE ABOVE INVENTORY ADJUSTMENTS ARE NECESSITATED BY DIFFERENCES BETWEEN THE BALANCES AS RECORDED ON THE STOCK REC-ORD CARDS AND THE BALANCES COUNTED ON THE PHYSICAL INVENTORY MADE ON _____ (Date)			DATE APPROVED FOR DISPOSAL					
			SIGNATURE OF ACCOUNTABLE OFFICER			SIGNATURE OF APPROVING AUTHORITY					